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ADM-3

DD/S&T-1169-63

16 August 1963

MEMORANDUM FOR: Assistant Director for Special Activities

SUBJECT : Monthly Professional Personnel Statistical Report

1. With reference to the monthly statistical report of professional personnel in process, cancellations, EOD's, resignations, files reviewed, etc., which your Office has previously been furnishing direct to the Placement Branch/Personnel Operations Division/Office of Personnel, it is requested that hereafter the reports be submitted direct to the Executive Officer, DD/S&T within two working days following the last day of the month. The DD/S&T will furnish the Office of Personnel a combined statistical report for all the DD/S&T Offices.

2. A sample format for submitting the report is attached.

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**Executive Officer
Deputy Director
(Science & Technology)**

Attachment as stated

Distribution:

- Orig. & 1 - Addressee
- 1 - D/Pers. ATTN: C/POD
- 1 - [REDACTED]
- 1 - DD/S&T Personnel
- 1 - DD/S&T Subj
- 1 - DD/S&T Chrono

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